



2005 EPA Region 5 Source Reduction Assistance (SRA)

Proposal Review Scoring Criteria

Regional Project Objectives. Listed below are the projects that Region 5 (Region 5 States are IL, IN, MI, MN, OH and WI) will consider through this SRA program announcement. The full National announcement can be viewed at <http://www.epa.gov/p2/grants/srap05.htm>.

Since the National announcement stated, “**Any proposed projects submitted outside of what is listed by the region will be rejected**”, projects must show some relationship to the bulleted areas below.

- [Hospitals for a Healthy Environment](#) (H2E),
- [Greening the Supply Network](#) (GSN),
- Hazardous Air Pollutant (HAP) source reduction practices,
- P2 measurement methods,
- Consolidating energy efficiency into process improvement assessments, and
- Improving coordination of the [Great Lakes Regional P2 Roundtable](#).

Review Process. Proposals will be reviewed and evaluated on the eight criteria listed below and scored according to the assigned evaluation points as highlighted below.

i. Project management. The work plan identifies key personnel who will work on the project and demonstrates their qualification and accountability. Applicants may attach resumes as attachments. Attachments will not count against pre-proposal or application page limits. **5 points**

ii. Organizational Experience. The work plan describes how the applicant will plan for timely and successful completion of the objectives of the project. **5 points**

iii. Past performance. The work plan describes the successful execution of similar projects and how lessons learned from past projects will benefit the proposed project. In addition, the application must identify any adverse audit findings or grant enforcement actions taken by any Federal agency against the applicant during the past 5 years. EPA may verify some past performance information. If the applicant does not have past performance history, the applicant will receive a neutral score, as determined by the region. **5 points**

iv. Applicant History. The work plan describes the applicant’s history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports. **5 points**

v. Project strategy. The work plan includes a well-conceived strategy to achieve the project goals and objectives and a reasonable schedule for the execution of the tasks associated with each goal. The review panel will consider how well an application relates to overarching Agency goals, objectives, and strategic priorities, such as those stated in the EPA Strategic Plan (available at www.epa.gov/ocfopage/plan/2003sp.pdf). Here is where the applicant should stress the project work plan activities and how they will achieve the project goals and objectives. **40 points**

vi. Environmental measurement. EPA will evaluate the applicant's work plan for tracking and measuring its progress towards achieving the expected outcomes or outputs identified in Section I of the National announcement. To the extent possible, applicants are encouraged to enumerate outcomes they expect to achieve as a result of project implementation. **20 points**

vii. Budget. The budget and associated narrative of the work plan demonstrates effective and judicious use of Federal funds. EPA requires a 5% match. The budget and narrative must be included as a separate attachment. Attachment will not count against pre-proposal or application page limits. **15 points**

viii. Partnerships. The work plan makes effective use of partnerships, wherever possible, to leverage other organizations' funding and expertise. Partners must provide letter(s) of support from an official within the organization, specifying and confirming their specific contributions to the project. Letters must be included as attachments. Attachments will not count against pre-proposal or application page limits. **5 points**

In addition to the evaluation criteria listed above, geographic distribution of projects will be taken into consideration, in order to serve and reflect the geographic diversity of the Region.

APPLICATION PROCEDURE: Completed proposals are due at the Regional office by May 20, 2005. Please remember, as stated in the National announcement, proposal work plans are limited to four (4) page sides. Two (2) copies should be mailed to:

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Organizations whose proposals are selected will be contacted and asked to submit completed application forms. Grants will be awarded in August or September 2005. Examples of projects (formerly known as P2 Demonstration grants) which we have funded the last few years can be viewed at <http://www.epa.gov/region5/p2/grants.htm#Demonstration>.

EPA Region 5 P2 Contacts:

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